



Assistance in compiling this document was provided by the Associated General Contractors Education Foundation through the *People For Salmon* Project.

PIERCE CONSERVATION DISTRICT ACCIDENT PREVENTION PLAN

TABLE OF CONTENTS

PCD Safety Policy	3	
SAFETY PLAN		APPENDIX
Purpose of the Plan	4	Appendix A – Employee Report of Accident
Discipline for Non-Compliance	5	Appendix B – Supervisor's Report of Accident
First Aid Facilities	5	Appendix C – Record of Hazard Observed
Safety Bulletin Board	6	Appendix D – Minutes of Safety Committee Meeting
Safety Meeting	6	Appendix E – Employee Safety Orientation Checklist
New Hire Employee Orientation	7	Appendix F – Job Hazard Analysis
Personal Protective Equipment	8	
Record keeping Requirements	9	
Reporting Unsafe Conditions	9	
Contractor Pre-Construction Safety		
Conference	10	
General Safety Rules	11	
Job Hazard Analysis	12	
 Safety Procedures For:		
Revegetation	13	
Fencing	14	
In-Stream Work	16	
In-Stream Monitoring	18	
Safety in Office	19	
Safety while Operating District Vehicles	21	

Pierce Conservation District Safety Policy

It is the policy of the PIERCE CONSERVATION DISTRICT to provide safe and healthful working conditions in all of its facilities and operations and to fully comply with the laws, rules and regulations pertaining to the safety and health of its employees.

It is a management priority to reduce the number and severity of employee injuries, as well as the costs of industrial accidents, in order to protect the human and financial resources of our Conservation District. Timely safety training, inspections and firm safety rules support this goal.

To promote a safe and healthful environment, to meet all legal requirements and to effectively manage the industrial insurance system, this Safety Plan and Loss Control Manual clarifies District procedures and responsibilities. All levels of management and field personnel are expected to comply with these policies.

Chair PCD Board

Purpose of the Plan

To provide a program for the prevention of accidents and to establish procedures to be followed in the event of accidents.

Accountability of Organization & Personnel

- A. The project manager is responsible for project safety and site-orientation of all new volunteers and newly assigned personnel.
- B. The District Coordinator is responsible for distributing all safety information and implementing safety programs throughout the company, and to act as a clearinghouse for all safety and accident prevention data, questions and reports.
- C. The District Coordinator is responsible for recording accidents, maintaining accident report files, posting state-required information, attending and writing minutes for the safety meetings.

Additionally, the District Coordinator will:

- 1. Set up first aid training for new employees and make arrangements when it is necessary for an employee to update his/her first aid card.
- 2. Monitoring all safety related items in the workplace.

D. Individual employee will:

- 1 . Attend safety meetings.
- 2. Work in a safe manner by following PIERCE CONSERVATION DISTRICT's safety practices.
- 3. Report unsafe conditions. Stop work if unsafe.
- 4. Report accidents and injuries.
- 5. Correct unsafe conditions within their capabilities.

Discipline for Non-Compliance

The following policy will apply to workers who are specifically instructed by the District to follow or comply with PIERCE CONSERVATION DISTRICT policy or specific OSHA and/or WISHA regulations or requirements.

- 1 . Workers will be notified verbally of the requirement.
2. If the worker does not comply, he/she will receive one warning in writing.
3. If the worker still does not comply after the first warning, he/she will be dismissed.
4. Acts constituting a serious safety violation may result in immediate termination.

First Aid Facilities

First aid kits and facilities will be located in the main office, at each jobsite, and in the District Vehicles. Additional kits may be positioned at the option of the District Coordinator; however, all first aid facilities will be clearly marked and employees will be informed as to their locations.

District staff must be first aid/CPR qualified. The District Coordinator will publish schedules and schedule training classes.

Employee Participation

Safety Bulletin Board

The Conservation District has provided a bulletin board next to the timesheet folders. The District will post notices required by law and other information that may help to make this a safe workplace. Employees and Board members should check this board regularly for new notices. If you would like to put a notice on this board, provide a copy to the District Coordinator for safety committee approval. Required posters that will be displayed on this board and must not be covered by other posters include:

- ☐ OSHA 200 Form - Accident Log
- ☐ Emergency Numbers
- ☐ Jobsite Safety Rules
- ☐ Notice of Self-Insurance
- ☐ LI WISHA "Job Safety and Health Protection" WISHA Poster
- ☐ WISHA Safety Inspection Report
- ☐ General Safety Posters

Safety Meetings

These meetings should be scheduled for a regular day and time each month (during staff meeting) for a five to fifteen minute period to discuss job safety and promote good safety practices. Safety meetings will also be held on site on a project by project basis.

Topics that should be discussed are:

1. Hazardous operations that are occurring on the job.
2. Topics of interest.
3. Periodic review of the care and use of personal protection equipment.
4. Changes in the location of first aid facilities.
5. How and where to report unsafe conditions and practices.

The District Coordinator records the minutes of each meeting on the Safety Meeting Minutes form (**appendix D**), noting topics discussed and attendance. A copy of these meetings must be kept on file.

New Hire Employee Orientation

The following will be accomplished by the District Coordinator before each employee begins work with the District:

- A. Job description and duties.
- B. Provide the employee a copy of his/her own copy of the Pierce Conservation District safety plan and PCD Personnel Policy Manual.
- C. Verbal outline of PIERCE CONSERVATION DISTRICT's safety program.
 - 1. Notification that PIERCE CONSERVATION DISTRICT is a self-insured employer.
 - 2. Accident reporting requirements.
 - 3. Location of first aid kits.
 - 4. Reporting procedures for unsafe conditions and practices.
 - 5. Availability and location of personal protective equipment such as fall protection equipment, respirator, eye protection, hardhats and other protective clothing and equipment.
- D. Signed employee safety orientation checklist (Appendix E) (to be placed in the employee personnel file)
- E. Additional topics at the option of the District Coordinator.

Project Volunteers

This classification includes volunteers that donate their time on specific projects throughout the year.

Volunteers working on District projects under the direction of District staff will be given a safety orientation before starting the project. The Washington State Department of Fish & Wildlife has developed a volunteer safety orientation booklet that District Volunteer Coordinators will utilize when conducting safety training. Before volunteers start work on District projects they will be given a safety orientation on-site. District staff will:

- 1) Explain the goal of the project.
- 2) Review any potential safety concerns.
- 3) Review safety procedures for given project type.
- 4) Demonstrate the use of any Personnel Protective Equipment needed.

Personal Protective Equipment

As a matter of policy, PIERCE CONSERVATION DISTRICT will furnish the necessary protective equipment required for particular operation. Other protective equipment will be supplied, as necessary, for the task to be performed. Examples of this equipment are:

1. Hard Hat.
2. Hearing protection.
3. Protective clothing (gloves, outerwear or rubber footwear) required for the task to be performed.
4. Additional protective eyewear required by the task to be performed.

When special protective equipment is required for the task, additional training in the use and care of equipment will be provided to the employee at time of issue.

Record Keeping Requirements

State regulations and the need to monitor safety activities of this company require that the following information be maintained at the jobsite. The original forms (pink, white, and yellow copies) must also be transmitted to the risk manager and safety director at the main office on occurrence.

A. PIERCE CONSERVATION DISTRICT Employee Accident/Incident Report form (**Appendix A**).

B. Supervisor Accident Report form (**Appendix B**).

C. OSHA 200 form.

D. Safety meeting minutes.

Additional records of various safety activities, inspections and tests as outlined in the SAFETY INSPECTION PROCEDURES, TOOL BOX SAFETY MEETINGS and NEW HIRE EMPLOYEE ORIENTATION sections of this plan, are to be compiled and maintained by the project engineer for the duration of the project. After project completion, these records are to be maintained and stored according to the project closeout requirements.

Records must be accessible at all times for review by a state safety inspector and for use in an evaluation of company safety activities and performance.

Reporting Unsafe Conditions & Practices

Each jobsite will establish procedures that will enable each employee to report unsafe conditions and practices. The ability to detect and correct unsafe practices is an important part of any good safety program. Care must be taken to evaluate each reported hazard and take the necessary corrective action to preclude the possibility of personal injury or equipment damage.

Each worker must understand that he/she has the right and obligation to stop an unsafe act or work practice or unsafe condition. Workers are encouraged to correct unsafe conditions that are within their capabilities.

If an unsafe condition is present stop work immediately or curtail activity. Verbally report this condition to the District Coordinator and follow up by filling out "Record of Hazard Observed" (**Appendix C**) and submit to the District Coordinator within 24 hours of the observed condition.

Contractor Pre-Construction Safety Conference

A pre-construction safety conference must be conducted with each contractor prior to work starting on the project. A formal record of the meeting and attendance must be kept. Typically the Conservation District will contract out construction work through qualified contractors using the public bid process. Most construction sites are relatively small in nature and work is typically complete within five days. It is the policy of the Conservation District to conduct a pre-construction meeting with the contractor to discuss project details and safety.

Agenda for the Meeting

A. Orientation.

1. Introduction to the project safety program.
2. Review of:
 - a. Accident prevention techniques.
 - b. General and special conditions of safety requirements.
3. Other requirements - local, state and federal.
4. Supervision-
 - a. Organization of the project.
 - b. Functions of personnel.
 - c. Responsibilities.
 - d. Delegated authorities.
 - e. Policies regarding enforcement.

B. Discussion:

1. Layout of temporary construction, site, buildings, etc.
2. Actions to be taken towards planning and coordinating safety cooperation.
3. Security access to work areas.
4. Safety indoctrination and safety education.
5. Delegation of safety responsibilities to supervisors.
6. Integration of safety into operating methods and procedures.
7. Traffic control in and around the jobsite.

C. General:

1. Periodic adjustment of safe objectives.
2. Handling of safety deficiencies.

Pierce Conservation District General Safety Rules

1. Personal protective equipment suitable for each job will be worn (hard hats, safety glasses, leg protection, hearing protection, proper footwear, gloves, etc.).
2. Make sure guards or other safety devices are in proper working order before operating.
3. A site-specific emergency plan will be developed as necessary.
4. Seat belts shall be maintained and worn.
5. Safety meeting will be held monthly. All meetings must have subjects and attendance documented.
6. Unsafe conditions or practices will be reported to the supervisor as soon as possible or action taken to eliminate the hazard.
7. Report all job related injuries or illnesses to the District Coordinator before the end of the day.
8. Safe driving procedures for highways and logging roads:
 - valid driver's license
 - frequently inspect vehicle
 - headlights on and drive at a safe speed for conditions
 - stay to the right and don't tailgate other vehicles
 - road or weather conditions and speeding can cause loss of control
 - on blind curves be able to stop in on-half the visible distance
9. The District Coordinator or Project Manager has or will delegate the authority to stop any part of an operation to correct a dangerous conditions or unsafe act.
10. Work as a good team member and always warn fellow workers who are in danger.
11. Any violation of this policy or applicable safety standard may result in disciplinary action or termination.
12. All employees will wear either a high visibility vest or high visibility rain gear when on a project site or conducting inventory work.

Job Hazard Analysis

The Pierce Conservation District has developed safety procedures for several different activities the District conducts during normal business. These procedures are defined on the following pages. In the event the District takes on new activities or activities that are not considered normal business the District will conduct a job hazard analysis and develop safety procedures for those activities.

The District will utilize the “Job Hazard Analysis” form (**Appendix F**) and develop new safety procedures for those activities. The safety procedures will be added to this safety plan on a periodic basis and discussed at safety meetings.

Safety Procedures for Revegetation

1. Revegetation Safety Awareness:

Volunteers use shovels, planting bars, and other planting tools to place bareroot and containerized plants and cuttings in the ground. They will be working near streams, possibly near steep banks and in muddy conditions. Physical requirements include digging, bending, lifting, and walking. Volunteers are also exposed to the weather.

2. Safety Instructions:

A. What to do in case of injury:

1. Report to the designated safety person on site.
2. Get treatment as needed using on-site safety kit.
3. Use cell phone to call 9-1-1, if injury is severe.
4. Complete the PCD "Employee Report of Accident" (Appendix A)

B. Potential hazards at planting sites

1. Injury from tools
2. Eye injury
3. Puncture wound
4. Muscle strain
5. Bone fracture
6. Bee sting
7. Irritating vegetation
8. Electric fences
9. Farm animals in fields
10. Hypothermia

3. Required Safety Equipment on Site:

- A. Cell Phone
- B. First-aid kit with bee-sting packets and ice packs

4. Safety Briefing and Documentation

- A. Each individual must be briefed on the hazards and required safety procedures prior to Undertaking any job activities

Safety Procedures for Fencing

1. Fencing Safety Awareness:

Employees or contractors of PCD normally perform this job, with volunteers assisting on occasion. Either wood or metal fence poles are forcefully driven into the ground, or a hole is dug and concrete is used to anchor the wire support. Wire – plain, field, barbed, or electric – is attached to the supports and wrapped around the poles to the length desired. At times, gates of different types are incorporated into the fence. The tools used for this job are chain saw, wire cutters, hammer, mallets, staples or nails, post drivers, gas-powered drills, gas-powered augers, tractor-mounted augers, and wire stretchers.

2. Safety Instructions:

A. What to do in case of injury:

1. Treat minor injuries using the first-aid kit.
2. If a doctor or hospitalization is required, call 9-1-1 for treatment and transportation.
3. Complete the PCD “Employee Report of Accident” (Appendix A).

B. Potential hazards at fencing sites:

1. Eye injuries
 - a. Wire with a gauge greater than 9
 - b. Chain saw
 - c. Weed-eater
2. Power tool injuries
 - a. Gas-powered drill
 - b. Chain saw
 - c. Gas-powered auger
 - d. Tractor-mounted auger
 - e. Weed-eater
3. Hand-tool injuries
 - a. Post driver
 - b. Hammers and mallets
 - c. Fencing pliers
 - d. Wire stretchers
4. Hearing-related injuries
 - a. Power tools
 - b. Post driver
 - c. Weed-eater
5. Broken bones and sprains
 - a. Power tools
 - b. Hammers and mallets
 - c. Terrain
6. Cuts and lacerations

- a. Wire
- b. Power tools
- c. Hand tools

3. Required Safety Equipment:

- A. Cell phone
- B. Approved first-aid kit
- C. Chaps
- D. Leather gloves
- E. Approved eye protection
- F. Ear protection
- G. Adequate footwear

4. Safety Briefing and Documentation

- A. Each individual must be briefed on the hazards and required safety procedures prior to Undertaking any job activities.

Safety Procedure for In-stream work

1. In-stream Safety Awareness:

In-stream work includes any activities performed within the banks of a stream, such as placement of large woody debris, rocks, or gravel, removal and/or replacement of culverts, and bridge building. Contractors or PCD employees normally perform this work, but volunteers could assist in certain jobs within their experience level. Many different kinds of hand tools, power tools, and heavy equipment are used to perform this work. A qualified operator must use all heavy equipment, or, in the case of training, a qualified operator must oversee the situation at all times.

2. Safety Instructions:

A. What to do in case of injury:

1. Treat minor injuries using a first-aid kit.
2. If a doctor or hospitalization is needed, call 9-1-1 for treatment and transportation.
3. Complete the PCD "Employee Report of Accident" (Appendix A).

B. Potential hazards in streams:

1. Bone fractures and contusions from falling heavy objects. Be aware of the movement and position of elevated objects at all times. Also be aware of heavy objects that could possibly shift position while on the ground.
2. Cuts and lacerations. When using any sharp tool, be aware of your body position at all times. Be aware of the potential for the tool to slip or jump from the work surface – make sure your body and extremities are not in line for contact.
3. Burns from hot gasoline engines. Most if not all of the power equipment in the field uses gasoline engines. These all get very hot with use and can inflict serious burns to the skin. Under certain conditions, they can also cause fires in the grass or brush. Always use sturdy gloves when operating this equipment. Be sure there is no dry grass or brush in the immediate vicinity when setting down hot equipment.
4. Eye injuries. Flying chips of wood from saws or drills can injure eyes. When using hammers or mallets on wood or metal, small chips can break off either the hammer or the objects being struck. Always wear safety glasses or goggles when there is a hazard involved.
5. Cave-ins. When replacing culverts, always shore up the sides of any ditch that is over 4 feet deep. You need only be covered completely with soil to be seriously injured or suffocated in a cave-in. Soil can injure the body by crushing bones and tissues with only half the body covered. Always be aware of water when working in a trench or ditch. It does not take much water to undermine a trench and cause a cave-in.
6. Sunstroke and heat exhaustion. These are mostly summer hazards, but you should always be alert for hazardous conditions and symptoms. Be sure to wear a hat and take numerous breaks during the middle part of the day while doing strenuous work, especially when the temperature is high. Equally important, be sure to drink copious amounts of fluids, preferably water. If you feel light-headed or dizzy or you stop sweating, get medical assistance immediately. Unattended sunstroke and heat exhaustion can be life threatening.
7. Dehydration: This is another serious condition that is caused by lack of adequate fluids in the body, especially while doing strenuous work. Since dehydration can be encountered during winter months as well as summer, always have plenty of water with you in the field.

8. Bee/wasp stings. Most in-stream projects are performed in the warm months when bees and wasps are active. If you know you are allergic to stings, be prepared for that happening. Bee-sting packets are included in each of the first-aid kits.
9. Sprains and falls. Since this part of the restoration procedure usually involves uneven terrain or footing that may be precarious, be aware of any tripping hazards that may cause an overturned ankle or a fall.

3. Required Safety Equipment:

- A. First-aid kit with bee-sting packet
- B. Cell phone
- C. Drinking water
- D. Eye protection
- E. Ear protection
- F. Hard hats
- G. Chaps
- H. Leather gloves
- I. Sun-block and bug spray
- J. Appropriate clothing

4. Safety Briefing and Documentation

- A. Each individual must be briefed on the hazards and required safety procedures prior to Undertaking any job activities. Any volunteers assisting in this type of work are only allowed to perform duties that they are qualified to do. A safety briefing must be given to all volunteers prior to beginning work.

Safety Procedure for In-Stream Monitoring

1. In-stream Monitoring Safety Awareness:

Restoration sites are visited by volunteers and/or PCD employees for the purpose of recording the effectiveness of in-stream projects constructed or to comply with requests from another organization. Information is recorded on appropriate forms regarding large woody debris, bank stabilization, spawning gravel placement, and any other in-stream project deemed necessary to monitor for effectiveness. Two individuals shall be assigned to a team to both efficiently record and measure effectiveness and ensure safety aspects. Walking in the stream and on the banks is required to perform this job and is done in all weather conditions.

2. Safety Instructions:

A. What to do in case of injury:

1. Treat the injury using the first-aid kit provided.
2. Complete the PCD "Employee Report of Accident" (Appendix A)

B. Potential hazards while working in streams:

1. Hypothermia
2. Bee stings
3. Broken bones and sprains
4. Animals
5. Barbed wire and electric fencing
6. Drowning
7. Polluted water

C. Destination schedule

1. Inform the PCD coordinating person of the day's monitoring destinations and time schedules.

3. Required Safety Equipment:

- A. Cell phone (if possible)
- B. First-aid kit
- C. Hip waders
- D. Wading staff
- E. Orange survey vest
- F. Proper footwear when not in waders

4. Safety Briefing and Documentation:

- A. All individuals performing in-stream monitoring must attend a safety briefing prior to going into the field.

Safety in the Office

1. Office Safety Awareness:

In general the office has minimal hazards, but be aware of there are some items and actions that can cause injuries. Caution must be taken while lifting boxes and relocating office equipment such as computers, etc. Be aware of open file cabinet drawers, sharp edges of furniture, and electrical cords, which may be lying in your pathway. Know the locations of fire extinguishers and how to use them. Keep the fire exits of the building firmly in your mind so you can access these exits quickly during an emergency.

2. Safety Instructions:

A. What to do in case of injury:

1. Treat any small cut from paper or any other object with antiseptic and a Band-Aid.
2. Rinse eyes immediately if toner or other power/fluid contacts them.
3. In case of a serious injury, call 9-1-1 for assistance.
4. Have an assistance plan involving other occupants of the building for cases where the injury is not serious enough for a 9-1-1 call, but may need medical treatment.
5. Complete the PCD "Employee Report of Accident" (Appendix A).

B. Potential Hazards:

1. Paper cutter
 - a. Pinches
 - b. Cuts
2. Filing cabinets
 - a. Bumps and bruises from sharp edges on drawers
 - b. Pinches fingers in drawers
 - c. Items falling from cabinets
3. Electricity
 - a. Shocks from equipment plugs
 - b. Fire
4. Copier
 - a. Burn potential when replacing cartridge/toner
 - b. Pinch hazard when opening and closing doors
 - c. Eye irritation from toner
5. Stairs
 - a. Trips and falls when taking out waste paper
6. Office chemicals
 - a. Potential for getting copier toner powder in eyes
 - b. Cleaning solutions
7. Flooding
 - a. If the river reaches flood stage while someone is working in the office, maintain an escape route to ensure a safe exit.

3. Office Cleanliness

- A. Keep floor free of debris.
- B. Keep both personal and common areas clean and organized.
- C. Make sure electrical cords are secure.
- D. Keep all drawers closed when not being accessed.
- E. Keep paper cutter blade in down position when not in use.
- F. Make sure no overhead hazards exist.

4. Required Safety Equipment

- A. Fire extinguisher
- B. Appropriately-sized first-aid/safety kit

5. Safety Briefing and Documentation

- A. Each individual must be briefed on the hazards and required safety procedures prior to undertaking any potentially hazardous job activities.

Safety while Operating District Vehicles

1. Vehicle Operation Safety Awareness:

The operation of a company vehicle is performed by employees of PCD for the purpose of transportation to and from a job site and all related activities. Any employee of PCD who operates any vehicle owned, leased, or rented by the District must have a valid driver's license. The vehicle must be used only for District business and all laws of Washington State regarding vehicles or drivers must be obeyed. PCD is not responsible for any driving violations incurred by a PCD employee while operating a District vehicle. It is the responsibility of the Project Manager to ensure the required maintenance is performed on each vehicle so that it is in a safe condition at all times. It is also the responsibility of the Project Manager to document maintenance performed, maintenance needed, and safety status of the vehicle. This documentation should be kept in the vehicle and a copy in the PCD office.

2. Safety Instructions:

A. What to do in case of injury:

1. If the injury is a non-driving injury, treat it like any other injury occurring while performing PCD duties.
2. Administer first aid if that is all that is required.
3. If medical help is needed, call 9-1-1.
4. Complete injury reports and submit to the PCD office.

B. What to do in case of a driving accident:

1. Follow the procedure in the driving laws of Washington State.
2. Complete PCD accident report as required by PCD's insurance carrier.

C. Potential Hazards

1. Weather conditions
 - a. Slow down and leave extra following space when raining or snowing.
 - b. Guard against sun glare.
2. Road conditions
 - a. Slow down and leave extra following space when road is wet or icy.
 - b. Obey construction zone signs and flaggers and be extra alert around road work sites.
 - c. Slow down on gravel and other rough surfaces.
3. Driver condition
 - a. Never operate a vehicle if you're overly tired or intoxicated.
4. Vehicle condition
 - a. Maintain vehicle at scheduled intervals.
5. Other drivers & vehicles
 - a. Drive defensively at all times.
6. Loose equipment
7. Vehicle exhaust
 - a. Never leave vehicle idling for long periods.
8. Pedestrians, bicyclists, and motor-cyclists
 - a. Yield right of way as required by law.

3. Vehicle Cleanliness

- A. Keep all windows clear.
- B. Keep driver's floor free of debris.
- C. Keep seat belts in operating condition.
- D. Secure all equipment and other potentially hazardous items (preferably store them in bed or trunk).

4. Required Safety Equipment in Vehicle:

- A. Cell phone (if possible)
- B. First-aid kit
- C. Fire extinguishers
- D. Flares or reflective triangles
- E. Jumper cables
- F. Water
- G. Accident forms

5. Safety Briefing and Documentation:

- A. Each individual must be briefed on the hazards and required safety procedures prior to driving District vehicles.

Appendix

Appendix A – Employee Report of Accident

Appendix B – Supervisor’s Report of Accident

Appendix C – Record of Hazard Observed

Appendix D – Minutes of Safety Committee Meeting

Appendix E – Employee Safety Orientation Checklist

Appendix F – Job Hazard Analysis

Appendix A – Employee Report of Accident

Employee's Report of an Accident

(to be filled out for all occupational injuries or illnesses)

Employee name: _____

Job title: _____

Exact time of injury: _____ Date of injury: _____

Plant location where injury occurred: _____

Name of person to whom this incident was reported: _____ Time: _____

Names of witnesses: _____

Summarize what you think happened: _____

What could have been done to avoid this accident: _____

EXPLAIN IN DETAIL: What part of your body was injured? **BE SPECIFIC** _____

Is this an original injury or a re-injury? _____

If a re-injury, when and where was the previous injury? _____

Who was the employer? _____ Claim number: _____

Would you be willing to perform light-duty work during your recovery? _____

Date and time you sought medical attention: _____

Whom did you see _____ Office/hospital _____

Employee signature: _____ Date: _____

This form is to be returned to your employer as soon as possible.

Date employer received report: _____

NOTE: Washington Administrative Code number 296-24-025(6) states: *Employee's responsibility:*
"Employees shall make a prompt report to their immediate supervisor of each industrial injury."

Appendix B – Supervisor’s Report of Accident

SUPERVISOR'S REPORT OF AN ACCIDENT

NAME OF INJURED EMPLOYEE _____

REPORT DATE _____

LENGTH OF EMPLOYMENT _____

AGE	AT PLANT	CH	DEPARTMENT	SECTION
<input type="checkbox"/> HEAD <input type="checkbox"/> EYES <input type="checkbox"/> TRUNK <input type="checkbox"/> ARMS	<input type="checkbox"/> HANDS <input type="checkbox"/> LEGS <input type="checkbox"/> TOES <input type="checkbox"/> INTERNAL	<input type="checkbox"/> WOUNDS <input type="checkbox"/> STRAIN & SPRAIN <input type="checkbox"/> HERNIA <input type="checkbox"/> FRACTURE	<input type="checkbox"/> AMPUTATION <input type="checkbox"/> BURNS <input type="checkbox"/> FOREIGN BODY <input type="checkbox"/> SKIN (occupational)	<input type="checkbox"/> DEATH <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> LOST TIME <input type="checkbox"/> DUE TO DELAYED MEDICAL TREATMENT REMARKS _____
REMARKS _____ _____ _____		REMARKS _____ _____ _____		
DATE OF INJURY	HOUR	DEPARTMENT	EXACT LOCATION	

EYEWITNESSES _____

3E ACCIDENT; INCLUDE THE MACHINE, EQUIPMENT, OBJECT OR SUBSTANCE INVOLVED...ALL DETAILS...USE BACK SPACE IF ANY _____

CAUSE: Mark basic cause

UNSAFE CONDITIONS

- ☐ 1 INADEQUATELY GUARDED
- ☐ 2 UNGUARDED
- ☐ 3 DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE
- ☐ 4 UNSAFE DESIGN OR CONSTRUCTION
- ☐ 5 HAZARDOUS ARRANGEMENT
- ☐ 6 UNSAFE ILLUMINATION
- ☐ 7 UNSAFE VENTILATION
- ☐ 8 UNSAFE CLOTHING
- ☐ 9 INSUFFICIENT INSTRUCTION

Mark contributing cause, if any

UNSAFE ACTS

- ☐ 1 OPERATING WITHOUT AUTHORITY
- ☐ 2 OPERATING AT UNSAFE SPEED
- ☐ 3 MAKING SAFETY DEVICES INOPERATIVE
- ☐ 4 USING UNSAFE EQUIPMENT OR EQUIPMENT UNSAFELY
- ☐ 5 UNSAFE LOADING, PLACING, MIXING
- ☐ 6 TAKING UNSAFE POSITION
- ☐ 7 WORKING ON MOVING OR DANGEROUS EQUIPMENT
- ☐ 8 DSTRACTION, TEASING, HORSE PLAY
- ☐ 9 FAILURE TO USE PERSONAL PROTECTIVE EQUIPMENT

WHY WAS THE UNSAFE ACT COMMITTED? _____ WHY DID THE UNSAFE CONDITION EXIST? _____

ANY PHYSICAL DISABILITIES? _____

NUMBER OF PREVIOUS DISABLING INJURIES? _____

GUIDES TO CORRECTIVE ACTIONS

BASED ON THE CAUSE CHECKED ABOVE, I AM TAKING THE FOLLOWING CORRECTIVE ACTION:

UNSAFE ACT	UNSAFE CONDITION	<i>If Supervisor Can't Handle, Then</i>
<input type="checkbox"/> 1 STOP THE WORKER	<input type="checkbox"/> 1 REMOVE	5. RECOMMEND <input type="checkbox"/> OWN BOSS
<input type="checkbox"/> 2 STUDY THE JOB	<input type="checkbox"/> 2 GUARD	TO: <input type="checkbox"/> SAFETY
<input type="checkbox"/> 3 INSTRUCT (tell-show-try-check)	<input type="checkbox"/> 3 WARN	<input type="checkbox"/> COMMITTEE
<input type="checkbox"/> 4 FOLLOW UP	<input type="checkbox"/> 4 SUPERVISORY TRAINING	<input type="checkbox"/> MAINTENANCE
<input type="checkbox"/> 5 ENFORCE		<input type="checkbox"/> _____
		6. FOLLOWUP

WHAT I AM ACTUALLY DOING TO PREVENT SIMILAR INJURIES _____

WHAT FURTHER RECOMMENDATIONS? _____

SIGNATURES

IMMEDIATE SUPERVISOR OR FOREMAN

RECEIVED BY PLANT MANAGER OR SUPERINTENDENT

Appendix C – Record of Hazard Observed

1 Nature and location

Appendix D – Minutes of Safety Committee Meeting

SUMMARY OF SAFETY COMMITTEE MEETING

Meeting Date	Location	Chairperson
--------------	----------	-------------

Employee Members Present	Management Members Present	Members Absent

(Use additional pages if necessary to describe events fully)

1. Read/approve summary from previous meeting.

2. Old business (progress report on items and/or hazards from previous meetings.)

3. New business (assign someone to research, follow-up, etc. on each hazard and/or item listed).

4. Review accident and inspection reports.

5. Other business (describe).

6. Items referred to Safety Director/Management.

Date next meeting	Time	Chairperson (signature)
Place	Secretary	

Appendix E – Employee Safety Orientation Checklist

Employee Safety Orientation Checklist

Instructions: Each employee shall receive a safety orientation before beginning work. This checklist documents that each required item was covered in the orientation. The supervisor is to place a check in each box to indicate that the item was covered. Employees are not to sign this form unless all items have been covered and all questions have been answered satisfactorily.

The employee _____ has been:

- ☐ Informed about the elements of the written safety program that outlines the company's safety efforts.
- ☐ Given a copy of the employee safety manual and general safety rules and has read it.
- ☐ Told who his/her elected safety committee representative is.
- ☐ Told to report all injuries and shown how to do this.
- ☐ Shown where the first aid supplies are located and who to call for first aid.
- ☐ Shown where the exits are located and the route from the assigned workstation.
- ☐ Told what to do during any emergencies that could be expected to occur.
- ☐ Shown to operate a fire extinguisher.
- ☐ Trained on chemical hazards according to the Hazardous Chemical Communication Program training requirements and
 - ☐ Knows the location of the MSDS file and program document
 - ☐ Knows how to read labels and use the MSDS sheets
 - ☐ Knows generally what kinds of chemicals are used at this company and their hazards.
 - ☐ Knows specifically about the hazards and precautions related to the chemicals he/she will be using.
- ☐ Trained on the safe methods to perform the specific job the employee was assigned including any hazards associated with the job.
Initial job assignment: _____
- ☐ Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job: _____
- ☐ Provided any formal document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Supervisor: _____

Date: _____ Employee: _____

Appendix F – Job Hazard Analysis

JOB HAZARD ANALYSIS

Job or Task:	Service Location:	Date of Analysis:
Analysis Initiated by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Safety & Health Coordinator <input type="checkbox"/> Other		
Industrial Safety & Health Division Consultant called: <input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	
JOB OR TASK STEPS	HAZARD	PROTECTION OR PREVENTION

Supervisor's Signature

NOTES